

Administrative Review Training



1

Your Trainers

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Learning Objectives

- NDE will summarize the purpose of the review & steps to ensure compliance
- School will understand how to operate software to submit review information
- School will understand how to utilize self-review checklist to prepare for review



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Administrative Review Resources

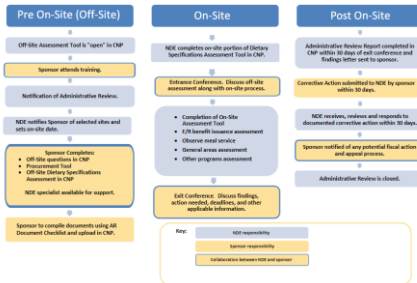
- PowerPoint presentation
- SFA Tools
 - Administrative Review Flow Chart
 - Off-Site Assessment Guide
 - Self Review Checklist
 - Document Checklist

[Administrative Review – Nebraska Department of Education](#)



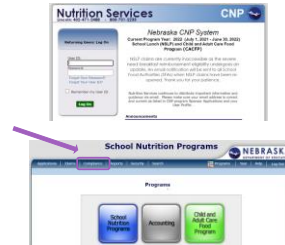
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Administrative Review Flow Chart



5

Accessing the Off-site AR forms in CNP



6

Accessing the Off-site AR forms in CNP

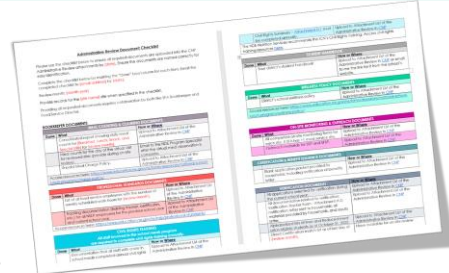
Action	Description
View	Review Information
View	Sponsor Contact Information
View	Site Dashboard (1)
Detail	Review Forms
View	Corrective Action Documents (0)
View	Communications (0)
View	Technical Assistance (0)
View Modify	Notes to Sponsor (0)
Detail	Review Attachments (0)

[Back](#)

Action	Form	Reviewer	Status
Detail	Off-site Assessment (1)		
View Modify	500 - Site Forms (1)		
View Modify	100 - Certification and Benefit Insurance		
View Modify	200 - Verification		
View Modify	300 - Meal Counting and Claiming		
View Modify	500 - Dietary Specifications and Nutrition Analysis		Final
View Modify	700 - Resource Management		
View Modify	800 - Civil Rights		
View Modify	900 - Site On-Site Monitoring		
View Modify	1000 - Local School Wellness Policy		
View Modify	1100 - School Breakfast		
View Modify	1200 - Professional Standards		
View Modify	1300 - School Breakfast and SFSP Outcomes		
View Modify	Other Federal Programs		
View Modify	BRNCR - National School Food Service Audit		
View Modify	BRNCR - Food Lunch Equity		
View Modify	BRNCR - National School Food Service Audit		
View Modify	BRNCR - National School Food Service Audit		
Detail	Site (1)		
	Maple School		

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Document Checklist



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Uploading Documents in CNP

Review Tools	
Action	Description
View Modify	Review Information
View Modify	Sponsor Contact Information
Detail	Site Dashboard (0)
Detail	Review Forms
View Modify	Corrective Action Documents (0)
View Modify	Recommendations (0)
View Modify	Technical Assistance (0)
View Modify	Notes to Sponsor (0)
View Modify	State Agency Notes (0)
Upload	Review Attachments (0)

Attachments				
Action	File Name	Description	Date	User
No data to display.				

Total Attachments: 0

[Back](#) [Add Attachment](#)

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Review Process By Program Area

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Agenda

- Certification & Benefit Issuance, Meal Counting & Claiming
- Meal Pattern Compliance & Dietary Specifications
- General Program Requirements

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Certification & Benefit Issuance and Verification

View Modify	100 - Certification and Benefit Issuance
View Modify	200 - Verification

OFF-File Assessment

1. Does the site have a valid license to operate as a food service provider?

2. Does the site have a valid health department permit?

3. Does the site have a valid fire department permit?

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Certification & Benefit Issuance and Verification

- Meal application and supporting materials are available on the [Application - Income Eligibility](#) webpage
- Provide NDE with documentation of each student's meal benefit
 - Roster of students with Free or Reduced-price meal benefits
 - Direct certification match list for administrative review year
 - Meal applications for administrative review year



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Meal Counting & Claiming

- Reimbursable meals must meet the NSLP/SBP meal pattern
- Point of service meal counting must ensure a reliable meal count total of Free, Reduced-price and Paid-price meals
 - Use a paper roster or electronic point of service system to record meals by meal type each serving day



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Meal Counting & Claiming

300 - Meal Counting and Claiming

Get this Assessment

300 How does the SFA report incorrect meal counts to SA; complete revision to submitted claim?

301 How does the SFA report incorrect meal counts to SA; complete revision to submitted claim?

302 How does the SFA report incorrect meal counts to SA; complete revision to submitted claim?

303 How does the SFA report incorrect meal counts to SA; complete revision to submitted claim?

304 How does the SFA report incorrect meal counts to SA; complete revision to submitted claim?

305 What are the SFA's meal counting and claiming policies and procedures for the following situations?



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Meal Counting & Claiming

What to do if inaccurate meal counts for the day of review or review month?

- o SFA can report incorrect meal counts to SA; complete revision to submitted claim
- o State agency watches meal service to ensure meal counter identifies reimbursable meals correctly, to ensure meal counting is accurate
 - DO NOT COUNT meals served to adults, a la carte items, second meals or second helpings



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Review Process

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Sponsor	Reviewer
<ul style="list-style-type: none"> • Answer #100, #200, and #300 level Off-site questions • Ensure claim for review month is submitted in CNP • Provide daily/monthly meal counts for the review month for sites that will be reviewed • Provide meal counts for day of on-site review for sites that were visited/reviewed 	<ul style="list-style-type: none"> • Review Off-site questions before site visits/review • Review edit checks • Reconcile claim for the review month <ul style="list-style-type: none"> ◦ Meal counts ◦ Meal benefit



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Agenda

- Certification & Benefit Issuance, Meal Counting & Claiming
- Meal Pattern Compliance & Dietary Specifications
- General Program Requirements



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Meal Pattern

- All meals claimed for reimbursement must meet the NSLP/SBP meal pattern
 - Components, serving sizes & dietary specifications
- USDA recognized the potential challenges with meeting NSLP/SBP meal pattern because of supply chain issues
 - Experiencing challenges: contact NDE Nutrition Services



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Dietary Specifications Risk Assessment

- Completed off-site by sponsor
- Verified by reviewer based on submitted documentation



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- Dietary Specifications (600 series)
 - School completes off-site - choose Option 1

[illegible]

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- Dietary Specifications (600 series)
 - Complete BLUE Dietary Specifications Risk Assessment

The screenshot shows the 'Details' tab selected. The 'Form' section displays 'Site Forms (4)' with a list of four forms: 'Dietary Specifications Assessment Tool - Breakfast', 'Dietary Specifications Assessment Tool - Lunch', 'Meal Component and Quantities - Breakfast', and 'Meal Component and Quantities - Lunch'. Each form has a 'View' and 'Modify' link. The 'Reviewer' column is empty.

Form	Reviewer
Site Forms (4)	
View Modify Dietary Specifications Assessment Tool - Breakfast	
View Modify Dietary Specifications Assessment Tool - Lunch	
View Modify Meal Component and Quantities - Breakfast	
View Modify Meal Component and Quantities - Lunch	

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- Complete **BLUE** Dietary Specifications Risk

[illegible]

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- Reviewer will notify the school of **selected** menu week

- School provide:
 - Production records
 - Meal pattern contribution
 - Standardized recipes
 - Product documentation

Review training for guidance on completing production records:

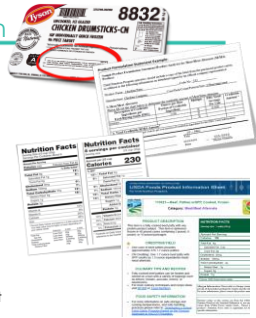
[School Meals Training – Nebraska Department of Education](#)

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Product Documentation

Submit documentation for **selected** menu items:

- Meat/Meat Alternates
 - Child Nutrition (CN) label
 - Signed product formulation statement
 - USDA product information sheet
- Grains:
 - Child Nutrition (CN) label
 - Signed product formulation statement
 - USDA product information sheet
 - A Nutrition Facts Panel with the grams or ounces per serving AND an ingredient list



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All Other Menu Items

- Documentation needed for **all** menu items for the week of review include:

- Meal pattern contribution via:
 - Production records,
 - recipes, or
 - separate document
- Whole grain-rich documentation

YIELD		SERVINGS	
100 Servings	10.0 (1.0 cup) (1.0 cup)	100 Servings	10.0 (1.0 cup) (1.0 cup)
100 Servings	10.0 (1.0 cup) (1.0 cup)	100 Servings	10.0 (1.0 cup) (1.0 cup)
Ingredients	Amount	Measure	Amount
Flour, enriched bleached	1.0	1.0 cup	
Flour, whole-wheat	1.0	1.0 cup	
Unsweetened applesauce	1.0	1.0 cup	
Egg	1.0	1.0 cup	
Flour, whole	1.0	1.0 cup	
Baking powder	2.0	2.0 cups	
Sugar	1.0	1.0 cup	

Do not submit labels for fruits, vegetables, condiments or spices!

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Fiscal Action: Meal Pattern & Dietary Specifications

- Missing meal components or production records
- Milk type and vegetable subgroup findings (repeat violations)
- Non-reimbursable meals counted and claimed at the point of sale



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Review Process

Sponsor

- Answer off-site question Dietary Specifications (600 Series)
- Provide menu and daily production records for the week of review for all review sites (if menus are different)
- Provide product documentation for requested items

Reviewer

- Staff will review all supporting meal documentation submitted
- Verification of answers in Dietary Specification Assessment Tool

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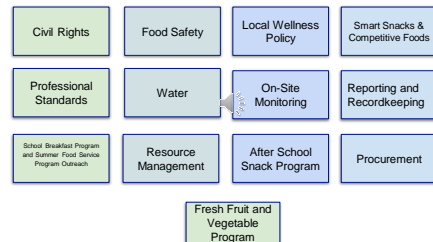
Agenda

- Certification & Benefit Issuance, Meal Counting & Claiming
- Meal Pattern Compliance & Dietary Specifications
- General Program Requirements

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General Program Compliance

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General Program Review Questions in CNP

Action	Form	Reviewer
<input type="checkbox"/>	Off-site Assessment (17)	
<input type="checkbox"/>	SFA Forms (16)	
View Modify	100 - Certification and Benefit Issuance	
View Modify	200 - Verification	
View Modify	300 - Meal Counting and Claiming	
View Modify	600 - Dietary Specifications and Nutrition Analysis	
View Modify	700 - Resource Management	
View Modify	800 - Civil Rights	
View Modify	900 - SFA On Site Monitoring	
View Modify	1000 - Local School Wellness Policy	
View Modify	1100 - Smart Snacks	
View Modify	1200 - Professional Standards	
View Modify	1600 - School Breakfast and SFSP Outreach	
View Modify	Other Federal Programs	
View Modify	RMCR - Nonprofit School Food Sinc Acct	
View Modify	RMCR - Paid Lunch Equity	
View Modify	RMCR - Revenue From Nonprogram Foods	
View Modify	RMCR - Indirect Costs	

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Civil Rights - Overview of Requirements

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- Must include current non-discrimination statement on program materials
 - Exception: Title IX waiver for religious schools
- Must have a complaint procedure in place that meets the minimum requirements
- Conduct and document annual staff civil rights training
- Have the *And Justice for All* Poster posted at all sites (2019 version OK)
- Visit our [Civil Rights Information](#) for more for training links and materials

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Special Diets - Overview of Requirements

- Accommodate special dietary needs when supported with Medical Statement
 - Needs due to disabilities do not need to meet meal pattern requirements
- Schools can choose to make accommodations for dietary preferences
 - Accommodations for preferences must meet all meal pattern requirements
 - Household completes Meal Accommodation Form
- Visit our [Special Diets](#) webpage for forms, templates, and resources



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Review Process

Sponsor	Reviewer
<ul style="list-style-type: none"> • Answer #800 off-site questions • Questions include providing the following documentation: <ul style="list-style-type: none"> • Non-discrimination statement • Annual Civil Rights training documentation • Civil Rights complaint procedure • Accommodating special dietary needs procedure 	<ul style="list-style-type: none"> • Review off-site questions and supporting documents
View History 800 - Civil Rights	



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Food Safety Requirements

- Your [local public health department](#) is the ultimate authority on food safety related questions
- A food safety plan/HACCP plan for providing meals to students in the school district
- For state-level guidance, please consult Ericka Sanders 402-471-3422; ericka.sanders@nebraska.gov
- View our [food safety webpage](#) for more resources



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Buy American Provision - Overview of Requirements

- School Food Authorities must ensure that all procurements using funds from the nonprofit school food service account comply with the Buy American provisions. This provision requires SFAs to purchase domestically grown and processed foods, to the maximum extent practicable. This includes foods that are sold to students as a la carte food items.
- Visit our [Buy American](#) webpage for the Buy American exemption form, and resources



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Review Process

Sponsor	Reviewer
<ul style="list-style-type: none"> Food safety/HACCP plan readily available & followed at all meal service sites Post most recent health inspection in a visible location Ensure Standard Operating Procedures are current Ensure products meet Buy American Provision 	<ul style="list-style-type: none"> Review dates of most recent health inspections Review temperature/thermometer calibration logs Review Standard Operating Procedures



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Local School Wellness Policy Triennial Assessment

- Sponsors should continue to implement the goals and standards included in their local school wellness policy (LSWP) and comply with all requirements of the final rule.
 - Please ensure that your triennial assessment has been completed and that the results, along with the LSWP, are publicly available (e.g., on district, school, or residential childcare institution (RCCI) website).
 - An overview of the triennial assessment requirements and a helpful self-review checklist may be accessed [HERE](#).
- View our [School Wellness Policy](#) webpage for more resources; or contact Lauren Christensen at lauren.christensen@nebraska.gov for additional support.



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Review Process

Sponsor	Reviewer
<ul style="list-style-type: none"> Answer #1000 off-site questions Questions include providing the following documents: <ul style="list-style-type: none"> Local School Wellness Policy Public notification of policy Documentation of the review and update of the wellness policy Assessment on the implementation of the policy 	<ul style="list-style-type: none"> Review off-site questions Review supporting documents



View | Modify | 1000 - Local School Wellness Policy

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Smart Snacks & Competitive Foods

- Competitive food sales for students must meet Smart Snacks regulations when sold on campus during the school day
- Sponsor must submit product documentation to include:
 - Child Nutrition (CN labels)
 - Standardized recipes
 - Signed product formulation statement, or
 - Nutrition Facts Panel



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Water Requirements

- Ensure *free* water is available during meal service
- Water in the cafeteria does not have to be bottled; it can be a water fountain in or adjacent to the cafeteria, or water cooler with cups



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Review Process

Sponsor	Reviewer
<ul style="list-style-type: none"> • Answer #1100 off-site questions • Provide a list of food and beverages sold a la carte • Provide product documentation for <u>selected</u> items 	<ul style="list-style-type: none"> • Review off-site questions • Select a sample of items for product documentation review

View | **Modify** | 1100 - Smart Snacks

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On-Site Monitoring

- Each meal site must be reviewed at least once during the year and must be completed by February 1
- Utilize the [On-Site Review Summary](#) (Attachment I)
- Sponsors with more than one school must review:
 - All sites operating lunch
 - 50% of sites operating breakfast



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Review Process

Sponsor	Reviewer
<ul style="list-style-type: none"> • Answer #900 off-site questions • Conduct monitoring visits by February 1st • Provide site monitoring forms for reviewed sites 	<ul style="list-style-type: none"> • Review off-site questions • Review site monitoring forms for review sites

View | **Modify** | 900 - SFA On Site Monitoring

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Reporting and Record Retention

1 Year (plus current year)	3 Years (plus current year)
<ul style="list-style-type: none"> HACCP records 	<ul style="list-style-type: none"> All program records (production records, monitoring forms, meal counts, etc.) Certification documents Verification documents



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Review Process

Sponsor	Reviewer
<ul style="list-style-type: none"> Retain program records Provide a sample of records during on-site review 	<ul style="list-style-type: none"> Verify that all program records are kept for the required timeframe



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School Breakfast and Summer Outreach

- Schools must inform households of the availability of breakfast under the School Breakfast Program (SBP) and meals offered through the Summer Food Service Program (SFSP).
- Each April, the NDE provides communication templates SFAs can use to promote the SFSP near the end of the school year
 - Proof you provided SFSP info on your school website, in newsletters, other communication channel *even if your school does not participate in the SFSP*



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7 CFR 210.12(d)

Review Process

Sponsor	Reviewer
<ul style="list-style-type: none"> Answer #1600 off-site questions Notify households of the breakfast program, if applicable Notify households of the availability of the SFSP across the state, even if not applicable at the district 	<ul style="list-style-type: none"> Review off-site questions



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View | Modify | 1600 - School Breakfast and SFSP Outreach

Professional Standards Requirements

- Refer to professional standards minimum hours handout
- Track each staff members' compliance with annual training requirements
- Civil Rights training and tracking is still required for all staff

[Professional Standards – Nebraska Department of Education](#)



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Review Process

Sponsor	Reviewer
<ul style="list-style-type: none"> • Answer # 1200 off-site questions Provide: <ul style="list-style-type: none"> • List of all employees • Food safety training for directors/managers • Training/tracking tool/method • Supporting documentation for completed trainings 	<ul style="list-style-type: none"> • Review off-site questions and supporting documentation
View Modify	1200 - Professional Standards



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Resource Management

- Maintenance of nonprofit food service account
 - Ensure proper coding
 - Have internal control procedures in place
- Nonprogram Revenue
 - Must track income from second helpings/servings, a la cart, and adult meals
 - A la carte and adult meal prices must cover all costs (general fund cover deficit)
 - Must separate program and nonprogram revenue sources



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Review Process

Sponsor	Reviewer
<ul style="list-style-type: none"> • Complete Resource Management Off-site forms • Provide additional information & documentation as needed 	<ul style="list-style-type: none"> • Complete risk indicator tool and determine areas requiring a comprehensive review • Request additional documentation to complete comprehensive review, if applicable



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Procurement

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All sponsors must have documentation to show how USDA funds are used

- Micropurchase <\$10,000 annually per vendor
 - "Spread the wealth" to all qualified vendors
- Small purchase >\$10,000 & <\$250,000 annually per vendor
 - 3 or more bids where price probably determines purchase
 - Other factors might influence
- Formal procurement >\$250,000 annually per vendor
 - Solicit proposals where many factors are considered, price being most valued

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Review Process

Sponsor	Reviewer
<ul style="list-style-type: none"> • Complete Procurement Off-Site Questions (excel document) • Submit a Vendor Paid List (VPL) for SY23-24, Code of Conduct and Procurement Policies • Submit invoices, other documentation identified in Off-site questions 	<ul style="list-style-type: none"> • Review invoices and solicitation documentation and complete procurement review • Provide technical assistance as needed

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FFVP

55

- FFVP in SY2024-2025:
 - Must operate during the school day
 - CANNOT be provided at the same time as other Child Nutrition Programs/meals
- Keep FFVP items' receipts/invoices
- Track time for staff working in breakfast/lunch and FFVP
 - FFVP time included in FFVP claim must be recorded

55

Review Process

Sponsor	Reviewer
<ul style="list-style-type: none"> • "Other Federal Programs" off-site form 	<ul style="list-style-type: none"> • Review program costs documentation (i.e. invoices, time sheets) • Review production records • Observe FFVP service

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Afterschool Snack Program

- ASP must follow meal pattern requirements & must be documented
- Like NSLP/SBP, maintain a daily meal count based on participant meal eligibility
 - Except for area eligible sites
- Reconcile monthly claim and check for accuracy



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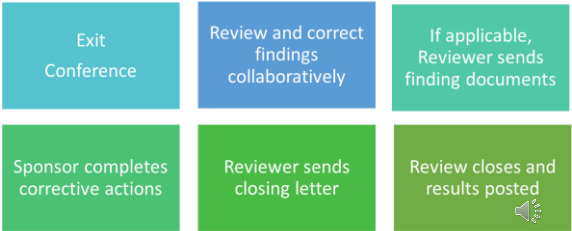
Review Process

Sponsor	Reviewer
<ul style="list-style-type: none">• "Other Federal Programs" off-site form• Production records for the review month• Daily snack counts and program rosters for the review month• Afterschool Snack Program review forms	<ul style="list-style-type: none">• Validate snack counts claimed for review period and day of review• ASP review form completed within first 4 weeks of service



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Post Review



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Major Takeaway

How to make this process easier on yourself?
Forms completed in advance of on-site visit

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Training Certificate

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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [ASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf](https://www.usda.gov/sites/default/files/documents/USDA-ASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf) or <https://www.usda.gov/sites/default/files/documents/USDA-ASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

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